

SAFETY AND EMERGENCY PREPAREDNESS

Wallops Flight Facility Mishap Reporting Procedures

KEY TELEPHONE NUMBERS

ACCIDENT/INJURY

FLOODING/WATER DAMAGE

POWER OUTAGE

FIRE

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FOUND A HAZARD?

EMERGENCY PREPAREDNESS AND RESPONSE/EVACUATION

IN ALL EMERGENCIES: DIAL 1333

KEY TELEPHONE NUMBERS

Wallops Flight Facility (757) 824-1000

Emergencies 1333

Center-Wide
Announcements **1325**

Fire Department (Non-emergency) **1300**

Safety Office 2518

OSHA
Norfolk: 757-441-3800

Security 2536

VOSH: 757-858-6700

Hazardous Waste 1718

Health Unit 1266

Facilities Service Desk 2466

Digging Permits 2466

SAFETY AND EMERGENCY PREPAREDNESS

ACCIDENT/INJURY

“What to do?”

1. Remove personnel out of harm's way, if possible.
2. Administer emergency aid, if trained.
3. Call 1333 and report the incident
Give the following information:
 - Name and Phone Number
 - Building Number and location of patient
 - Nature of incident
4. Clear the immediate area of nonessential personnel.
5. Report to the Fire Chief/Medical personnel upon arrival to provide additional information.
6. Notify your supervisor.

CAUTION: Always take precautions to avoid contact with any body fluids. Contact with body fluids may result in exposure to highly transmittable diseases, i.e. hepatitis or HIV. Report any suspected exposure immediately!

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FLOODING/WATER DAMAGE

If a water leak or flooding occurs:

1. Notify the Trouble Desk (2466) immediately,
 - a. Provide information on the source of flooding, i.e. broken pipe, rising water from storm, leaks, etc.
 - b. Priority of resources in the facility, i.e. flight hardware, offices, etc.
2. Identify the location of the leak by building number and room number or other identification.
3. If there is electrical equipment in the area, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and confident of your ability to stop it (i.e., turn off a tap, shut a window) do so cautiously.
5. Be prepared to assist as directed in the protection of equipment and materials, for example, by covering large objects with plastic or moving small objects out of the affected area.

The Fire Department (1333) may be called for significant flooding

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POWER OUTAGE

If your facility does not have an emergency generator to provide immediate emergency lighting and other power, emergency lights will mark the exit passages. These lights may take five (5) to ten (10) seconds to come on and will last about thirty (30) minutes.

If a power outage occurs:

1. Remain still until the emergency lighting comes on.
2. At the direction of supervisor, proceed cautiously to an area that has natural lighting, otherwise, remain where you are.
3. Report the power outage to the Trouble Desk (2466)
4. If you are in an elevator, stay calm. Use the elevator phone to call for assistance.
5. If directed to evacuate, proceed to a safe area. DO NOT use elevators.

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FIRE

If a fire occurs, the following procedures should be followed:

1. Pull the nearest alarm box or pull station and spread the alarm verbally.
2. Call the Emergency Number (**1333**). Give name, building number and location of fire.
3. If the fire is small enough and you are trained, use a fire extinguisher.
4. When the fire alarm sounds, all personnel will evacuate to the designated assembly areas.
 - DO NOT use elevators.
 - Feel doors carefully for heat to determine if they are safe to open.
 - Assist handicapped individuals and/or ensure the Fire department is aware that some personnel may need assistance in exiting the building.
5. At the assembly area, the fire warden will account for all personnel and report to the Fire Department. Personnel will remain at the assembly area until released by a Senior Supervisor.
6. Keep roads and entryways clear for the response forces.
7. **NO ONE WILL REENTER THE BUILDING**

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HOW TO GET PERSONAL PROTECTIVE EQUIPMENT (PPE)

How do you get personal protective equipment (PPE)? Consult with your supervisor. A hazard assessment of your workplace will identify the hazards and the PPE necessary to protect you.

Eye and Face Protection

Providing Face shields, goggles, non-prescription eyewear are the responsibility of the employee's Supervisor.

The Health Unit (1266) provides request forms for prescription Safety Glasses for Government Employees. You will need to have your eye exam and prescription prior to reporting to the Health Unit.

All Eye and Face Protection devices must comply with ANSI Z87.1-1991, "American National Standard Practice for Occupational and Education Eye and Face Protection."

Respiratory Protection

If you believe that your job requires respiratory protection, please contact the Safety Office, Ext. 1498 or 1884. Respiratory Protection requires a more in-depth evaluation of the workplace.

Occupational Foot Protection

Providing protective footwear is the responsibility of the employee's Supervisor.

All protective footwear must comply with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear."

Electrical Protective Devices

If you believe that your job requires electrical protective devices, please contact the Safety Office, Ext. 1498 or 1884.

Hand Protection, Aprons, and other Specialty Items

Providing these protective items is the responsibility of the employee's Supervisor.

Hearing Protection

If you believe that your job requires hearing protection, please contact the Safety Office, Ext. 1498 or 1884.

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LIGHTNING/THUNDERSTORMS

Lightning Advisory: Lightning has been detected within 15 nmi or is forecast within 10 nmi.

Lightning Warning: Lightning has been detected within 10 nmi or is forecast within 5 nmi.

General Lightning Safety Rules

If Lightning is imminent or occurring:

1. Stay indoors and away from windows and doors.
2. Avoid the use of telephones and electrical equipment.

If Outside:

1. Seek shelter.
2. The highest object around should NOT be you or a nearby tree.
3. Avoid power poles, flagpoles, fences, etc.

Severe weather notification will be given by the WFF Weather Office through use of the base-wide paging system.

Some operations (such as explosive handling) will have specific instructions - contact your supervisor.

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BOMB THREATS

DON'T PANIC

For telephonic bomb threats, record as much information as possible about the call, caller, background, "threat," etc.

1. Exact initial words of the caller: _____

Specific Questions:

(Record answers exactly as
spoken by caller)

Caller's Voice

___ Familiar? ___ Male/Female?

Where is the bomb?

___ Age? ___ Voice Pitch?
(young, middle aged, old) (high, med, deep)

What time is the bomb set to go off?

___ Accent? ___ Impediment?

What kind of bomb is it?

What does it look like?

Your name and position:

Who do you represent?

Your location and address:

Who are you?

Why did you place the bomb?

Phone number on which call was received:

Did you know there are innocent
people in the building who may
be killed or injured?

Date/time of call:

Please repeat what you've told me
to make sure I understand you.

Time caller hung up:

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MISHAP REPORTING

All mishaps and close calls are to be reported and investigated. Employees must report all mishaps and close calls to their supervisor. Additionally, you must notify the safety office of all mishaps and close calls by telephone, extension 1498. These procedures are applicable to all NASA operations conducted or managed from WFF. Contractors are required to report mishaps using these procedures as guidelines. Specific requirements are included in each contract.

ACTIONS TO BE TAKEN BY INDIVIDUAL DISCOVERING A MISHAP OR CLOSE CALL

1. Arrange for Emergency Assistance to treat injured and/or protect property. For WFF call 1333.
2. Take actions to limit further damage or injury, if such actions can be accomplished safely.
3. Notify your supervisor and the cognizant Safety Office. For WFF call 1498.
4. Secure the mishap site to preserve evidence for the Mishap Investigator.

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FOUND A HAZARD?

If you believe that the hazard represents an immediate danger:

1. Notify your supervisor and post a warning or have someone stand “guard” so that other individuals don’t inadvertently become exposed to the hazard.
2. The Fire Department, emergency ext. 1333, should be called for chemical spills, fire hazards, rescue or medical emergencies.
3. The FOM or the Trouble Desk, ext. 2466, provides for a response to facilities maintenance issues.
4. You should also call the Safety Office, ext. 1498.

For less severe problems:

1. Notify your supervisor.
2. Correct the hazard if it can be done safely.
3. If the hazard can not be corrected immediately, a warning notice should be posted to warn other employees of the hazard.
4. The FOM or the Trouble Desk, ext.2466, are the correct people to contact for facilities problems. Your supervisor will be able to resolve mission related hazards.
5. You may also call **the Safety Office, ext. 1498**, for additional support, or you may use the Hazard/Close Call reporting system at <http://safety1st.gsfc.nasa.gov/closecall.htm>.

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EMERGENCY PREPAREDNESS AND RESPONSE/EVACUATION

EMERGENCY PREPAREDNESS AND RESPONSE

At Wallops, the WFF Fire Department provides emergency medical response and transport, fire suppression and hazardous materials response, aircraft crash rescue services to the WFF.

Emergency response systems are activated through the reporting of emergencies, either by phone, automatic fire alarms or activation of manual pull stations. The type of emergency determines the level of response.

To Report an Emergency at WFF, Call 1333

EMERGENCY PREPAREDNESS/EVACUATION

At WFF, the Safety Office is responsible for the emergency management program. Facility-wide response plans are in place for hurricanes/severe weather, aircraft mishap response, and land impact of rockets. The WFF Fire Department provides a 24-hour Emergency Operations Center and Incident Command, as well as providing the site with manual fire suppression, medical treatment and transportation, hazardous materials response, aircraft rescue and fire fighting, and fire prevention inspection.

Contact the WFF Safety Office at 2518

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